Army Director of Acquisition Career Management (DACM) Office

UNITED STATES ARMY

DACM

DIRECTOR, ACQUISITION CAREER MANAGEMENT OFFICE

2015 – 2016 Defense Acquisition University (DAU) Senior Service College Fellowship (SSCF) Program Opportunities

OFFERED AT

HUNTSVILLE, AL
ABERDEEN PROVING GROUND, MD
WARREN, MI

Announcement Opening Date: 29 January 2015
USAASC Announcement Closing Date: 10 April 2015
Board Review Dates: 14-27 April 2015
Notifications to Applicants: mid-May

The U.S. Army Acquisition Support Center (USAASC) Army DACM Office is pleased to offer the 2015-2016 SSCF program. The SSCF program will start in July 2015 at the following locations: Huntsville, AL; Warren, MI; and Aberdeen Proving Ground, MD.

This announcement is directed to permanent Department of the Army acquisition civilians who currently occupy positions in grades GS-14 and 15 or broad band equivalents. **Non-Army acquisition applicants will have the opportunity to apply as long as they submit their applications in accordance with the Army process. Non-Army applicants will be reviewed by the Board along with Army applicants; however, they will be considered on a space available basis.**

PLEASE REVIEW AND NOTE THE FOLLOWING:

- USAASC Army DACM Office will fund the cost of the program at each location for Army acquisition civilian participants. Non-Army participants will be responsible for the cost of tuition and any per diem and travel cost.

- Applicants must submit their application on-line using the Army Acquisition Professional Development System (AAPDS) within the Career Acquisition Management Portal (CAMP)/ Career Acquisition Personnel and Position Management Information System (CAPPMIS) at website: https:// rda.altess.army.mil/camp/. The ONLY EXCEPTION will be applicants who are deployed and do not have access to CAPPMIS. **Non-Army acquisition workforce civilians must provide their names to the DAU-SSCF Program Manager in order to submit their application on–line using the AAPDS. Please provide information by 27 March 2015. Information received after 27 March 2015, may result in you not being able to apply.**

- Organizations are reminded **not** to conduct separate evaluations/selection boards under this announcement. The Army DACM Office will conduct the board to select individuals for the SSCF program at each location.

- The DACM has directed that all individuals nominated/endorsed by commands should be assigned to positions of greater responsibility upon completion of the program. The follow-on assignment process, to include the identification of the position the individual will be placed in, should be conducted within six months following the selection for the SSCF. Identification of assignment and placement of each individual is a command responsibility. Although identification of assignment and placement of each individual upon completion is a command responsibility, the Army DACM Talent Management Cell will assist in identifying potential post fellowship opportunities. The Post Utilization Statement must address the commitment to assign the individual to a position of greater responsibility.

- All SSCF selectees will remain on their current organization's Table of Distribution and Allowances (TDA) while attending the SSCF program.

- Temporary Duty (TDY)/Permanent Change of Station (PCS) funding is not available for this training opportunity. All individuals selected must attend the SSCF program offered at their command location. Applicants who apply for the SSCF program outside of their command location must request funding of travel and per diem from their command or organization. USAASC will not fund travel or TDY/PCS for individuals who request attendance to a SSCF location outside of their command location.

- All the required documents must be submitted within AAPDS by the closing date. Incomplete applications will be ineligible for consideration and will not be reviewed by the board. It is required that the resume job descriptions and dates

match those in the Acquisition Career Record Brief (ACRB). Applicants should review all documents before submitting their application in AAPDS.

1.   General Program Information

The DAU-SSCF Program is a 10-month educational/leadership development opportunity conducted under the auspices of the Defense Acquisition University (DAU) at Huntsville, AL; Aberdeen Proving Ground, MD; and Warren, MI.   The purpose of the DAU-SSCF Program is to provide leadership and acquisition training to prepare senior level civilians for senior leadership roles such as Product and Project Managers, Program Executive Officers and other key acquisition leadership positions. On 28 March 2013, IAW Army Reg 621-7, the Army approved the DAU-SSCF program as Military Education Level-1(MEL-1) Senior Service College equivalent.

This program will conduct multiple acquisition courses to meet the purpose to include:
- Credit for completion of the DAU Program Manager Course (PMT 401)
- Leadership Courses (such as, Ethics, Communications, ACQ 450 Series)
- Studies in resource requirements and acquisition integration for senior and strategic leaders
- Studies in executive leadership
- Applications of acquisition in national defense/security study
- Acquisition training in Life Cycle Management linked to Life Cycle Management Commands (LCMC)
- Research in acquisition issues and processes
- Mentoring program with government and industry senior leaders
- Senior Leadership Speaker's Program

All Individuals who complete the program will be awarded the following:
- DAU Program Manager's Course (PMT 401) Certificate.
- Master's Degree Option: Selectees have the option to obtain a Master's degree during off-duty hours. **NOTE**: If you do not have a Master's degree, the USAASC Army DACM Office will centrally fund. **If you already have a Master's degree, please consult your sending command as they may fund the optional Master's degree. USAASC Army DACM Office will not centrally fund a second Master's degree.**

2.   Eligibility Criteria

Applicant/selectee must meet **ALL** of the following requirements:
- Be a permanent Department of the Army Civilian at the GS14/15 or equivalent grade within a Demonstration Project.
- Be in an Acquisition workforce position and credentialed as an Army Acquisition Corps (AAC) member at the time of application; your ACRB in Section III must show AAC membership. Acquisition workforce members who do not currently

possess AAC membership but who wish to participate in this opportunity must become members of the AAC prior to the time of application. AAC applications must be submitted electronically through the Army Acquisition Corps Management System (AAC MS) on the CAMP website at: https:// rda.altess.army.mil/camp/.

Non Army applicants must show proof of Acquisition Corps membership.

- Be serving in a Career or Career Conditional Appointment.
- Have or be able to obtain a Secret clearance before the class start date.
- Have attained a Bachelor's Degree.
- Be identified by their organization as being on the track for executive level service. This information should be addressed in the Senior Rater Potential Evaluation Form (SRPE).
- At the time of application, applicant must be certified level III in their current acquisition position. Certification status must be reflected in Section X of the ACRB.
- At time of application, applicants must have completed the Civilian Education System (CES) Advanced Course in one of three ways: resident CES Advanced Course completion, Equivalency Credit or Constructive Credit. More information may be found on CES at the following link:
  https://www.atrrs.army.mil/channels/chrtas/Web/Help/cesfaq.aspx#credit

3. Who May Apply

Permanent civilian Army Acquisition Corps members of the Acquisition workforce who currently occupy positions in grades of GS-14 and above or broad/pay band equivalent within a Demonstration Project or the National Security Personnel System. Applicants must be certified in their current acquisition position. **Non-Army applicants will have the opportunity to apply as long as they submit their applications in accordance with the Army process. Non-Army applicants will be reviewed by the board along with Army applicants; however, they will be considered on a space available basis.**

4. How to Apply

Application must be submitted NLT 11:59 p.m., 10 April 2015. Incomplete applications will be ineligible for consideration and will not be submitted to the board.

All applications must be submitted in AAPDS. To access AAPDS, first login at the CAMP (link: https://rda.altess.army.mil/camp/) and click on CAPPMIS. Once in CAPPMIS, select "AAPDS" tab, then select the "Apply" link. Find the events entitled "2015 DAU Senior Service College Fellowship Program" and under the "Status" column, click "Apply" to submit the documents listed below**:** Note: You must upload or type the requested information in these sections. **Non-Army applicants will apply in CAPPMIS. However, before gaining access to CAPPMIS, applicant will need to provide their name and location, DOB, position title and SSN to the DAU-SSCF Program Manager.**

- **DAU-SSCF Applicant Data**: Validate your supervisor information; check the box if the name of your supervisor and his/her email is correct. Please select the location you plan to attend if you are selected**.** Select the Master's program and location of the three institutions provided. At least one selection is required. If you do not plan to complete a Master's degree while in the program, please select "Do not chose to pursue Master's Degree."

- **ACRB:** Ensure your ACRB is updated and correct prior to submission of application. Applicants may update and correct specific fields of their ACRB using the Edit functions within CAPPMIS. **Non-Army applicants will have an ACRB shell built in CAPPMIS. Non-Army applicants will have to complete all sections of the ACRB.**
  For these areas in the ACRB that cannot be changed by the Applicant, please request assistance using our Army DACM Office online help request at the following link: https://rda.altess.army.mil/camp/index.cfm?fuseaction=support.helpRequest

- **[NEW REQUIREMENT] Senior Rater Potential Evaluation (SRPE) Form:** The SRPE is a critical piece of the application as it provides insight from a senior rater regarding an applicant's potential for leadership or increased responsibility. A SRPE must be requested by your immediate supervisor to your senior rater. This form will be completed online by the senior rater. A completed SRPE will be viewable in the SRPE employee module (7) calendar days after the SRPE is finalized by the senior rater. Once the SRPE is visible to the applicant, the applicants can upload SRPE into their online application package. The SRPE must be completed/finalized in CAMP NLT the closing date of this announcement. **Recommend SRPE be completed by senior rater by 3 April.** Policy guidance for the SRPE may be found here. Applicants should print and retain a signed copy of the SRPE for their records. Signed copies of the SRPE are not required to be submitted with the application. **Non-Army applicants must provide supervisor's and senior rater's names to the DAU-SSCF Program Manager in order to initiate the SRPE process.**

- **Resume:** The resume is **limited to 30,000 characters,** addressing the current position and the three previous positions. Ensure to address other positions to highlight your leadership capabilities or military experience. Applicants should also highlight their qualities and strengths instead of listing responsibilities. Boards after action reviews have indicated that bullet format is preferred, however the key to a good resume is being clear and concise.   Limit each experience entry description to no more than fifteen (15) lines. Times New Roman font, 12- point is preferred. Use the format attached at Appendix B of the announcement.

- **CES Data:** To provide proof of completion of CES Advanced, please upload documentation of completion of training (CES graduation certificate or a copy of

your ATRRS transcript).   **Non Army applicants please provide proof of comparable leadership training.**

- **Post Utilization Statement:** Applicants must ensure a memorandum (addressed to the Deputy Director, Acquisition Career Management, 9900 Fort Belvoir Road, Fort Belvoir, VA 22060) detailing post utilization plans from the first General Officer/Senior Executive Service level in the applicant's chain-of-command is completed as part of the application documentation uploaded in AAPDS. It is suggested that the request for this statement be made at least one month prior to close of the announcement. Do not mail the memorandum. It must be uploaded into AAPDS. The Post Utilization must include a statement that the organization will identify and place the individual in a position of greater responsibility upon graduation from the DAU-SSCF and that the student will remain on the command's TDA for the duration of the DAU-SSCF. In the case of an individual applying for attendance outside of their local commuting area, an additional statement acknowledging that, travel and per diem expenses are the sending organization's responsibility.

  - **Statement of Interest**: Type your statement of interest in this section. In **4,000 characters or less, please** describe your reasons for attending the DAU-SSCF Program and the benefits the Army will gain by your acceptance. Clearly articulate goals and career paths and how the DAU-SSCF Program will help you achieve your specific goals.

  - **Continued Service Agreement (CSA)**: A CSA must be printed, completed, and uploaded in the CSA section in AAPDS. Please do not attempt to upload a document that is password-protected or that contains macros. This will cause the process to fail. The CSA document can be accessed at the following link: http://cpol.army.mil/library/train/catalog/acs_form.pdf. Enter, **24 May 2016 to 25 November 2018** as the period of obligated service.

  - **Individual Development Plan (IDP)**. Applicants should update their IDP in order to receive credit for completion of the DAU-SSCF program. The DAU-SSCF program is under the "Education Plan" of the IDP. The IDP does not need to be submitted as part of the application process.

  - Once all documents are completed, you must hit the "submit" button to submit your application in AAPDS. Completion of the on-line applications in AAPDS must be finalized and submitted **NLT 11:59 p.m., April 10, 2015**.

5. Procedures for Deployed Applicants

Civilians who are deployed are still required to apply under this announcement to receive consideration; however, they may follow the modified application process if they do not have access to CAMP/CAPPMIS as follows:

Faxed and/or other electronically submitted applications are acceptable. The fax number is Commercial (703) 805-1256, and the email address is: chandra.l.evansmitchell.civ@mail.mil.

- ACRB: Required as above
- RESUME: Required as noted above
- SRPE: Required as above
- CES Data: Required as noted above
- POST UTILIZATION STATEMENT Must meet the requirement as noted above.
- CERTIFICATION: Must meet the requirements as noted above
- NARRATIVE: Required as noted above
- AGREEMENT TO CONTINUE IN SERVICE: Required as noted above

6. **Selection and Notification**

- The board will be administered by the Army DACM Office to select the best-qualified candidates from those nominated. The senior-level board will make selections based upon an assessment of the qualifications and potential of each nominee for continued outstanding service to the Army, the level and degree to which the nominee possesses the knowledge and abilities required of the program, the appropriateness of the training to the nominee's occupation, and the overall benefit to the nominee and the Army as reflected in the official record before the board. The board will review the training, education and experience of each applicant and make a recommendation to the Deputy DACM.

- The application and board process will be conducted using AAPDS. AAPDS is an automated application and board process used to select individuals for education, training and experience opportunities.

- The board will recommend principals and may identify alternates based on the number of applicants for each location.

- The DAU-SSCF Program Manager will notify selected individuals. Successful candidates must accept or decline attendance, in writing, within ten (10) calendar days of notification. In accordance with AR 350-1, a selectee who declines a quota will be removed from any future consideration for the DAU- SSCF Program. The USAASC Army DACM Office POC, Chandra Evans-Mitchell should be notified telephonically of any declination The declination must be followed up in writing by memorandum through the organization chain of command to USAASC (addressed to the Deputy Director, Acquisition Career Management, 9900 Fort Belvoir Road, Fort Belvoir, VA 22060). Selectee should contact Chandra Evans-Mitchell at (703) 805-1247, email chandra.l.evansmitchell.civ@mail.mil, concerning a declination.

The POC for administrative questions about this action is the Manager of the DAU-SSCF Program, Ms. Chandra Evans-Mitchell, DSN 655-1247, Commercial (703) 805-1247, Email: chandra.evansmitchel@us.army.mil

Privacy Act Information

The Office of Personnel Management (OPM) is authorized to rate applicants for Federal jobs under Sections 1302, 3301, and 3304 of Title 5, US Code. Section 1104, Title 5, allows OPM to authorize other Federal agencies to rate applicants for Federal jobs. Information you put on your resume and other forms is needed to see how well your education and work experience qualifies you for Federal jobs. We may also need information such as citizenship and military service to see what laws we must follow in deciding whom the Federal Government may employ. Your social security number (SSN) is required to keep your records separate from other applicants who may have the same name and date of birth. We may also use your SSN to request information about you from schools, employers, banks, and others who know you but only as allowed by law or Presidential directives. Information you provide may also be given to Federal, State, and local agencies checking for violations of the law or other lawful purposes. Providing this information is voluntary. However, your application cannot be processed if you do not provide this information.

THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, and sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.

Suggested Resume Format

First Name, Middle Initial, Last Name
Mailing Street Address (Home or Work**)**
City, State Zip Code
Work Phone Number COMM (XXX) XXX-XXXX; DSN XXX-XXXX

Current Supervisor First Name, Last Name, Rank/Grade
Work Phone Number COMM (XXX) XXX-XXXX; DSN XXX–XX

Experience

Start - End Dates	Employing Office/Organization	Location

MMYY-MMYY HQ or Installation Ft. /City, State
Position Title, Pay Plan, Series, Grade/Pay or Broad Band

Major Duties -- Responsibilities -- Accomplishments. (**Recommend MAX 15 Lines!**)

Start - End Dates	Employing Office/Organization	Location

MMYY-MMYY HQ or Installation Ft. /City, State
Position Title, Pay Plan, Series, Grade/Pay or Broad Band

Major Duties -- Responsibilities -- Accomplishments. (**Recommend MAX 15 Lines**)

Instructions - Suggested Resume

Write the resume that portrays an image setting you apart from other candidates. Helpful points follow:

- Focus on relevant experience, skills, and abilities.
- Write your resume to demonstrate that you can best execute and succeed in senior level assignments
- Write descriptions in the active voice, including your strengths, skills and accomplishments that would indicate success as a Product/Project Manager.
- Refer to current and previous years' performance or contribution objectives and accomplishments to identify your unique skills, knowledge, and abilities to build into your resume. Quantify results achieved.
- **Each Experience entry description should not exceed fifteen (15) lines**
- TYPE your Resume or use a word processor, ensuring it is clear and legible.
- Use a minimum margin of 1 inch on all sides of your printed Resume.
- Times New Roman font, 12 point is preferred.

- You may use boldface or all capital letters for section headings. Do not staple, fold, bind, or punch holes in your Resume.
- **Do not use:**
    - Vertical lines, graphics and boxes.
    - Two-column format or resumes that look like newspapers.
    - Fancy fonts such as italics, underlining, or shadows.
    - Acronyms or abbreviations, other than to describe type of systems used.
    - **Do not submit:**
    - Your Resume on colored paper.
    - Any documentation not specifically requested.

TIPS

Line 1: Start and End Dates (Month and Year = "MMYY"); Employing Office Name and Location (City/Military Installation, State).
Line 2: Position Title; Pay Plan, Series, Grade/Pay or Broad Band, Level and Series.
Position Titles. Use position titles that relate your specific primary job responsibilities and critical skills levels to best descriptive advantage.

ENSURE YOUR POSITION TITLE ON THE RESUME MATCHES THE TITLES ON THE ACRB!
Example: Instead of "Electronics Engineer" (your official job description title), a more descriptive title would be, "Project Leader, Tactical Electro-Optical Program."

Position Pay Plan, Series, Grade/Pay or Broad Band, Level and Series
Examples: GS-855-14; NH III, Series 855.
If an experience entry describes Federal civilian positions at different grade levels, include month and year promoted to each grade.

Major Tasks and Accomplishments.

Provide substance and depth in areas which will be important to the board members.
- Limit the length of experience descriptions - **LESS THAN OR EQUAL TO 15 LINES per item is optimal**.
- Use numbers, quantities, and specifics to create vivid images.
- Describe:
- Supervisory, managerial, team leader or other leadership roles and accomplishments;
- Special programs you have managed;
  Systems, projects, and programs you have worked on;
- Explain how use of your skills benefited mission/ organizational accomplishment;
  Functional and multi-functional job assignments.
- Organizational levels of experience.

MORE TIPS:

- **DO** energize entries with contributions, accomplishments*, programs and projects currently in progress.
- **DO** show diversity of organizational levels, jobs, and types of experience.
- **DO** make descriptions clear and quantifiable.
- **DO NOT** repeat information included on ACRB (awards, education etc.)
- **DO NOT** quote job descriptions for duties, responsibilities.

(*Accomplishment: A new or unique task which is over and beyond your expected duties. The result of a project, challenge, or problem you solved and were commended for.)